

Please read and follow these instructions carefully to correctly complete the roster.

- Step 1: Enter the advisor name, chapter name, and address on the left label. DO NOT peel the label off.
- Step 2: Type on the roster the full name of the dues paying primary chapter advisor. Include phone number and fax number with area code, as well as the advisor's e-mail address. In the appropriate space, fill in the number of years the primary advisor has served as a chapter advisor (including current year). Include the name of a school administrator, as well as a chapter and school Web site, if applicable (will be used for links from the ΔEX Web site).
- Step 3: Check the appropriate box for chapter status. If your chapter was not in existence last year but was previously in existence, please check "re-affiliated."
- Step 4: On a separate sheet of school letterhead, type the heading "**Additional Advisors**" and list the additional advisors (last name, first name), e-mail address, and number of years of service.
- Step 5: Alumni and professional members (other than advisors) are to be submitted by completing and attaching the enclosed "membership roster for professional and alumni members" (enclosed in this mailing). Dues should be included in the calculations on the actual roster.
- Step 6: Type the heading "**Student Members**" below the "Additional Advisors" listing on your college letterhead. Type the members' last name then first name in alphabetical order. The minimum chapter size is ten (10) student members and one chapter advisor.
- Step 7: Calculate dues and complete the chart at the bottom of the roster. Multiply the number of members in each category by the \$10.00 national dues. Total the national dues owed. Multiply the number of members in each category by the \$2.00 state dues. Total the state dues owed. Add the national dues and state dues and enter the total in the Grand Total box.
- Step 8: The chapter advisor must sign and date the roster. Each sheet of college letterhead attached must be initialed by the chapter advisor. Faxed copies cannot be accepted.
- Submit the shipping copy, national copy, and state copy of the roster, 3 copies of all membership lists on college letterhead, and check or purchase order for the total amount of dues to **Missouri Delta Epsilon Chi. February 3** is the postmark deadline date. Submit a photocopy of the roster to your payment office to serve as your invoice rather than the actual copy of the roster. We **MUST** have your original roster in order to process membership and determine eligibility for the State Competition.
 - Delta Epsilon Chi dues are non-transferable and non-refundable. If a student transfers to your program and has paid dues at another chapter within state, they do not have to pay state and national dues again.

- Carefully proofread the names of all members you submit on the roster to be sure names have not been omitted or entered twice.
- The deadline for submitting the initial roster is **February 3**. Mail the completed roster along with your check or purchase order for state and national dues to:

Missouri Delta Epsilon Chi
P.O. Box 480
Jefferson City, MO 65102

- Original rosters must be submitted, therefore faxes are not acceptable.

Make all checks payable to “**Missouri Delta Epsilon Chi.**”